

School Based Decision Making - Staffing Allocations

Administrative regulation [702 KAR 3:246](#) requires all local school districts to provide to school councils a tentative allocation of funds for the next budget year by March 1 of each year with a final allocation draft by May 1.

The staffing allocation includes the number of positions the school will be allocated. These regulatory allocations include all certified and classified positions that are determined by the base funding formula provided in [KRS 157.360](#), which includes maximum class caps. Additionally, the allocation contains instructional and professional development funds for the school.

[The Staffing Allocation PowerPoint](#) contains more detailed information for school boards, district personnel & school councils about staffing allocations.

[The Staffing Allocation Worksheet](#) is for district use as a tool to help simplify the staffing allocation process. The first tab at the bottom of the worksheet includes directions for use. The remaining tabs are staffing allocation worksheets for elementary, middle, and high school.

[Understanding KRS 157](#) provides detailed information to help explain how the 150 per pupil hours and the 31:1 ratio work together.

[The School Finance Webpage](#) contains more detailed instructions for districts about [702 KAR 3:246](#) and SBDM Second Month Worksheets.